



Project Delivery Network

## Public Involvement QC Checklist

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Version  
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## Introduction

The Project Delivery Network Public Involvement QC Checklist is to be used with the UDOT QC/QA Procedure. This checklist is a tool to assist the project team in verifying all work is produced with due diligence, using acceptable industry standard techniques, available resources and data, and reasonable decisions by competent professionals. The checklist is a tool for the delivery of quality documents and cannot replace the sound judgment and experience of competent professionals. It is the Design Team's responsibility to verify the quality of project documents **before** distribution.

### Checklist Instructions

For each deliverable listed, the QC Checker is to verify all items listed in the checklist are complete, along with any additional items the QC Checker deems necessary. The checklist items are not to be interpreted as the only items that need to be verified.

Once all items are verified, the QC Checker is to sign the associated cover sheet and upload it onto ProjectWise. The QC is not complete until the cover sheet is signed, dated, and uploaded onto ProjectWise. See the Project Delivery Network QC/QA Procedure for the appropriate cover sheet.

QC reviews are to be completed **before** distribution.

The following explanations are to aid in completing the QC checklist items:

- A checklist item deemed "complete", "correct", or "accurate" does not denote that the item is perfect, but rather that the item satisfies design criteria based on known information, acceptable techniques, and sound judgment."
- A checklist item deemed "addressed" denotes the item as "reviewed all known concerns and verified the concerns are appropriately mitigated and satisfy design criteria." Addressed concerns are not necessarily incorporated into the design, but satisfactorily mitigated.
- A checklist item deemed "identified" denotes the item as "an acceptable and economical approach to satisfy design criteria based on known information."
- A checklist item deemed "verified" denotes the item as "verified the approach/conclusion as acceptable based on known information."
- Use check boxes to verify checklist items are complete. If a checklist item is *not applicable* to the current project, place an NA over the check box to denote the item as not applicable. This will allow the quality assurance to verify all items are addressed.
- Use the comment sections of the Cover Sheets to address exceptions, assumptions, and unique aspects of the project. The comments will help others understand why certain decisions were made and their impacts on the project.

### Public Involvement Checklist Instructions

Contact information is complete when the following information is included: name, phone number, email address (where applicable), and street address.

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## 1P1 Develop Initial Public Involvement Plan

Create a PI plan for the design phase based on the UDOT template. The plan includes key messages, project stakeholders, commitments made to stakeholders in previous project phases, a project team communication plan, media outreach for the project, and a schedule. Tailor the PI plan to the project and include only items and detail as needed.

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### References

1. [UDOT Project Outreach Planner](#)
  2. [Public Involvement Resources & Templates](#)
  3. [Public Involvement Consultants](#)
  4. [UDOT Project Delivery Network](#)
  5. [UDOT QC/QA Procedures](#)
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### Initial PI Plan

1. ☐ The PI plan reflects the project's POP level.
2. ☐ Coordination with ROW has determined possible impacts to the public, including property owners and tenants, where applicable.
3. ☐ The following items are included in the plan are accurate and complete:
  - a. ☐ Project type
  - b. ☐ Design target dates
  - c. ☐ Design contacts
  - d. ☐ Project description which includes an overview of other projects in the area and milestones
  - e. ☐ Key messages
  - f. ☐ If an EA/EIS was completed, the PI plan references the EA/EIS commitments.
  - g. ☐ Design elements or considerations that could be influenced by PI
  - h. ☐ Communication plan
  - i. ☐ List and schedule for PI
  - j. ☐ Updated stakeholder database includes all pertinent information (i.e. contacts, previous comments, issues, etc.)
4. ☐ The media outreach plan (if applicable) is complete.
  - a. ☐ Includes a list of media outlets.
  - b. ☐ Addresses the need for press release(s).
  - c. ☐ Addresses the need for legal notice(s).
  - d. ☐ Addresses the need to purchase advertising for public outreach.
5. ☐ Preliminary public involvement activities schedule addresses project design needs.
6. ☐ If developed, contractor incentives are appropriate.

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## 4P1 Revise/Implement Public Involvement Plan

Based on the Scoping Meeting, enhance or implement the project's PI plan to prepare for design. Activities during this phase set the stage for efficient and effective public outreach.

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### References

1. [UDOT POP](#)
  2. [Public Involvement Resources & Templates](#)
  3. [Public Involvement Consultants](#)
  4. [Partners for the Road Ahead Guide](#)
  5. [UDOT Project Delivery Network](#)
  6. [UDOT QC/QA Procedures](#)
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### Revised PI Plan

1. ☐ The POP reflects the current design.
2. ☐ The PI plan reflects the project POP level.
3. ☐ All revisions to the project branding conform to the current UDOT standards and guidelines.
4. ☐ All **Business Cards** updates are appropriate and correct.
  - a. ☐ Correct applicable contact information (name, title, number, email, website address)
  - b. ☐ Correct logos
  - c. ☐ Correct project title
5. ☐ All **Website/Summary Page** updates are appropriate and complete.
  - a. ☐ Correct contact information
  - b. ☐ Meets current UDOT standard template
  - c. ☐ Verified all content is correct, clear, and concise
  - d. ☐ Verified all links work correctly
6. ☐ All **Public Meeting Materials and Summaries** updates are appropriate and complete.
  - a. ☐ Complies with the current style guides
  - b. ☐ All materials are consistent (content, contacts, titles, project summaries, etc.)
  - c. ☐ Most current project design has been used in materials/as reference
  - d. ☐ Leadership and design team have coordinated to make sure the message is consistent
  - e. ☐ All branding is consistent
7. ☐ All **Outreach Materials** updates are appropriate and complete.
  - a. ☐ Complies with the current style guides
  - b. ☐ All materials are consistent (content, contacts, titles, project summaries, etc.)
  - c. ☐ Most current project design has been used in materials/as reference

#### 4PI Continued

- d. ☐ Project leadership and design team have coordinated to make sure the message is consistent
- e. ☐ All branding is consistent

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#### PI Status Summary

- 1. ☐ All comments are collected and documented.
- 2. ☐ All responses (one-on-one or group) are complete.
- 3. ☐ All contact information appears to be complete.
- 4. ☐ The summary of all public meetings is complete.
- 5. ☐ The summary of all outreach materials is complete.
- 6. ☐ The analysis (lessons learned) is complete.
- 7. ☐ Summary of the strategy approach is complete and changes in the strategy are documented and supported.

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#### PI Transition Handoff Package

- 1. ☐ List of PI contacts for utilities is complete and correct.
- 2. ☐ Contacts for all local governments that may be performing work in the area are included.
- 3. ☐ Stakeholder contact list is included.
- 4. ☐ Final Design-Phase PI Report is included.
- 5. ☐ Applicable ROW records are included.
- 6. ☐ MOT plans are included.